

LORDSHIP LANE PRIMARY SCHOOL  
ELLENBOROUGH ROAD  
WOOD GREEN  
LONDON N22 5PS



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WEBSITE: [www.lordshipprimary.co.uk](http://www.lordshipprimary.co.uk)

HEADTEACHER: Michelle Randles

**REQUIRED FROM 5<sup>th</sup> JULY 2021  
SCHOOL BUSINESS MANAGER**

**FULL TIME (52 weeks) 36 hours per week  
PO5 £43,860 to £46,839**

Due to the retirement of our long standing Business Manager, we are looking for an experienced candidate who is dedicated and highly motivated to help lead the school. We need a Business Manager with vision, knowledge and expertise in all areas of school business management. You will need to have excellent interpersonal and leadership skills.

You will need:

- Sound experience of financial management
- Experience of HR management
- Knowledge of all aspects of Health & Safety
- Be able to demonstrate excellent communication skills
- Excellent organisational, analytical and problem solving skills
- Be approachable and friendly
- Have an excellent working knowledge of ICT systems including SIMs

The successful candidate will have: confidence and experience in strategic planning; school administration and management; finance; budget planning and implementation; procurement; human resources; facilities. Above all they will be flexible and well-organised and able to manage time efficiently.

*Lordship Lane is committed to the protection, safety and welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments will be subject to satisfactory background checks, including two references and an enhanced DBS check.*

*Our school is committed to equality of opportunity throughout employment (including pay, training & development, recruitment and retention) and commits to having in place policies and procedures that promote equality and diversity and anti-discriminatory practices.*

*The school adheres to an agreed GDPR Policy with regards to the retention of any personal data.*

We will welcome visits to the school and will be following COVID guidance. Please contact Linda Mouzourous, Business Manager at [sbm@lordship.haringey.sch.uk](mailto:sbm@lordship.haringey.sch.uk) to make an appointment. Application packs are available in the 'Vacancies' section on our school website or by email request.

Closing date for applications: Tuesday 11<sup>th</sup> May at 4pm. Interviews to be held Wednesday 19<sup>th</sup> May 2021